

AWARD/CONTRACT				1. Caption Vocational Evaluation		Page of Pages 1 20	
2. Solicitation Number DCJM-2015-Q-0002		3. Solicitation Closing Date RFQ Open through September 30, 2015		4. Requisition/Purchase Request/Project No.			
5. Issued by: Department on Disability Services 1125 15 th Street, NW, 4 th Floor Washington, D.C. 20005				6. Contract Specialist Assigned Monica Brown Contract Specialist Phone: (202) 730-1861 Email: Monica.Brown4@dc.gov			
8. Name and Address of Contractor (No. street, city, county, state and zip code)				8. Delivery <input type="checkbox"/> FOB Origin <input checked="" type="checkbox"/> Other (See Schedule Section F)			
				9. Discount for prompt payment			
Code		TIN		10. Submit invoices to the Address shown in (3 copies unless otherwise specified)		Section G.2	
11. Ship to/Mark For Same as Block 5				12. Payment will be made by Office of the Controller, 6th Floor 64 New York Avenue, N.W. Washington, DC 20002			
13. Reserved for future use				14. Accounting and Appropriation Data ENCUMBRANCE CODES:			
15A. Item	15B. Supplies/Services			15C. Qty.	15D. Unit	15E. Unit Price	15F. Amount
0001	Level I – Career Brief Assessment			INDEF	Each	.	
0002	Level II – Career Exploration Assessment			INDEF	Each		
0003	Level III Comprehensive Assessment			INDEF	Each		
				Total Amount of Contract			
16. Table of Contents							
(X)	Section	Description	Page	(X)	Section	Description	Page
PART I – THE SCHEDULE				PART II – CONTRACT CLAUSES			
X	A	Solicitation/Contract Form		I	Contract Clauses		
X	B	Supplies or Services and Price/Cost		PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Description/Specifications/Work Statement		J	List of Attachments		
X	D	Packaging and Marking					
X	E	Inspection and Acceptance		K	Representations, Certifications and Other Statements of Offerors		
X	F	Deliveries or Performance		L	Instructions, conditions & notices to offerors		
X	G	Contract Administration data		M	Evaluation factors for award		
X	H	Special Contract Requirements					
Contracting Officer will complete Item 17 or 18 as applicable							
17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return one (1) copy to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein, see I.7.)				18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.			
19A. Name and Title of Signer (Type or print)				20A. Name of Contracting Officer Marsha Robinson, Contracting Officer			
19B. Name of Contractor		19C. Date Signed		20B. District of Columbia		20C. Date Signed	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			
*** Government of the District of Columbia				Department on Disability Services		Based on DC OCP 201 (7-99)	

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services



BLANKET PURCHASE AGREEMENT
DCJM-2015-A-0002

With

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(Provider) hereby enters into a Blanket Purchase Agreement (BPA) with the Department on Disability Services (DDS), Rehabilitation Services Agency (RSA) (District) to render Vocational Evaluation services in accordance with the Statement of Work.

B.1 EXTENT OF OBLIGATION:

- B.1.1** The Government of the District of Columbia is obligated only to the extent that authorized purchases are actually made under the Blanket Purchase Agreement (BPA), and is not obligated to place future orders. (Title 27 of the District of Columbia Municipal Regulations (DCMR), Chapter 18, Section 1810.2 (a) (c))
- B.1.2** The Contractor shall not provide any services under this agreement until a purchase order with sufficient funding to cover the cost of the requested services has been issued.

B.2 PURCHASE LIMITATION:

- B.2.1** The limitation of individual orders issued against this BPA shall not exceed small purchase limitation of **\$100,000**.

B.3 NOTICE OF INDIVIDUAL(S) AUTHORIZED TO PURCHASE UNDER THE BPA:

- B.3.1** Siavosh Hedayati, Contract Administrator (CA), Edmund Neboh, the Contract Administrator (CA) and Sharon Vaughan-Roach, Program Manager, under the direction of the DC DDS Office of Contracts and Procurement, are the authorized individuals to place orders for goods or services under this BPA. A Contracting Officer is the only individual who may make changes to this BPA, or to increase the authorized amount of orders against this BPA

B.4 PRICING:

- B.4.1** District shall pay the Contractor at an amount not to exceed the Contractor's price quoted in Contractor's Price Schedule.
- B.4.2** The Contractor warrants and agrees that the prices charged to the District government shall be as low, or lower than the prices charged to the their most favored customer for comparable services under similar terms and conditions, in addition to any discounts for prompt payment.

B.5 PERIOD OF PERFORMANCE:

- B.5.1** The period of performance shall begin on the date the BPA is executed by the Contracting Officer and continue for a period of one (1) year thereafter.
- B.5.2** The District reserves the right to extend this BPA for four (4) one (1) year option periods, or fractions thereof, by written notice to the Provider prior to the expiration of the Agreement; provided that the District gives the Provider written notice of its intent to extend at least thirty (30) days before the Agreement expires. The Preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Provider shall waive the thirty (30) day notice requirements by providing a written notice to the Contracting Officer. Purchase orders issued by the District will expire on September 30 of the year in which they are issued. The expiration date of the purchase order has no effect on the performance period of the actual BPA unless the purchase limitation amount has been met

B.6 DELIVERY TICKETS AND INVOICES:

- B.6.1** Orders for services against this BPA will be placed by telephone or email.
- B.6.2** Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets, sales slips or invoice that must contain as a minimum, the following information:
- B.6.2.1** Contractor's name, Federal tax ID and invoice date (Contractors shall date invoices on the date of mailing or transmittal);
- B.6.2.2** BPA and invoice number;
- B.6.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed.
- B.6.2.4** Other supporting documentation or information, as required by the Contracting Officer;
- B.6.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- B.6.2.6** Name, title, phone number of person preparing the invoice;
- B.6.2.7** Name, title, phone number and mailing address of person (if different from the person identified in 6.2.6 above) to be notified in the event of a defective invoice; and
- B.6.2.8** Authorized signature.
- B.6.3** Direct all technical inquiries to the CA's
- B.6.4** The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

B.7 PAYMENT OF INVOICES:

The Contractor shall submit to the Agency Chief Financial Officer an itemized invoice upon acceptance of delivery, every thirty (30) days, or upon expiration of the BPA, whichever occurs first.

All invoices should be mailed to: *Department on Disability Services
Office of the Controller, 6th Floor
64 New York Avenue, N.W.
Washington, DC 20002*

B.8 LAWS AND REGULATIONS INCORPORATED BY REFERENCE

B.8.1 By signing this Agreement, the Provider certifies, attests, agrees, and acknowledges to be bound by the following stipulations, representations and requirements of the provisions of the following laws, acts and orders, together with the provisions of the applicable regulations made pursuant to the laws, and they are incorporated by reference into this Agreement:

B.8.1.1 Health Insurance Portability and Accountability Act of 1996 ("HIPAA")
(Attachment C)

B.8.1.2 Standard Contract Provisions for use with District of Columbia Supplies and Services Contracts;
[http://ocp.dc.gov/DC/OCF/Support+Center/Solicitation+Attachments/Standard+Contract+Provisions+\(March+2007\)](http://ocp.dc.gov/DC/OCF/Support+Center/Solicitation+Attachments/Standard+Contract+Provisions+(March+2007)) (Ctrl+click to open link or copy to web address bar)

B.9 Price Schedule for Option Years (Enter rate for base year in block 15E of the cover page)

Vocational Evaluation Option Year One Rates

Item #	Description	Unit	Unit Price
1001	Level I Career Brief Assessment	Each	\$ _____
1002	Level II Career Exploration Assessment	Each	\$ _____
1003	Level III Comprehensive Assessment	Each	\$ _____

Option Year Two Rates

Item #	Description	Unit	Unit Price
2001	Level I Career Brief Assessment	Each	\$ _____
2002	Level II Career Exploration Assessment	Each	\$ _____
2003	Level III Comprehensive Assessment	Each	\$ _____

Option Year Three Rates

Item #	Description	Unit	Unit Price
3001	Level I Career Brief Assessment	Each	\$ _____
3002	Level II Career Exploration Assessment	Each	\$ _____
3003	Level III Comprehensive Assessment	Each	\$ _____

Option Year Four Rates

Item #	Description	Unit	Unit Price
4001	Level I Career Brief Assessment	Each	\$ _____
4002	Level II Career Exploration Assessment	Each	\$ _____
4003	Level III Comprehensive Assessment	Each	\$ _____

Under Public Law 113-128, the Workforce Innovation and Opportunity Act, the DC DDS/RSA person has a right to make informed choices and decisions. The person may conduct interviews with available suppliers to make the most informed decision.

**District of Columbia Department on Disability Services
Rehabilitation Services Administration**

C.1 SCOPE:

C.1.1 The District of Columbia Department on Disability Services (DC DDS) Office of Contracting and Procurement, on behalf of the Department on Disability Services, Rehabilitation Services Administration (RSA) (District) is seeking Certified Vocational Evaluation Providers and Licensed Professional Vocational Evaluators (LPVE) (Provider) that will be placed on a list of eligible Providers to provide DC DDS/RSA persons / Applicants with the vocational evaluations described in the Requirements.

C.1.2 The District has an annual need for five hundreds (500) vocational evaluations. The five hundred (500) annual vocational evaluations are based on the number of transitions youths that RSA provides services each year and other adult consumers that may need vocational evaluations. The annual projection may increase with anticipated increase in the District of Columbia youths seeking RSA services.

C.2 Applicable Documents:

C.2.1 As a condition of the District's determination of eligibility to perform under this Agreement, the Provider shall comply with all applicable District, federal and other State and local governmental laws, regulations, standards, or ordinances and, where applicable, any other applicable licensing and permit laws, regulations, standards, or ordinances as necessary for the lawful provision of the services required of the Provider under the terms of this Agreement:

Item No.	Document Type	Title	Date	Document Location
1.	Workforce Innovation and Opportunity Act	P.L. 113-128	2014	https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf
2.	Americans with Disabilities Act as Amended	P.L.101-336	1990	http://www.ada.gov/
3.	Rehabilitation Act Amendments of 1998		1998	https://dhs.sd.gov/docs/Rehab_Act.htm
4.	Department of Mental Health Establishment Act	D.C. Law 14-56; D.C. Official	2001	http://dcode.org/simple/sections/7-

		Code §§ 7-1131.04 and 7-1131.05 (2008 Repl.)		1131.03.html
5.	Mayor's DC Language Access Act		2004	http://www.ohr.washingtondc.gov/ohr/cwp/view,a,3,q,636135,ohrNav,%7C30953%7C.asp
6.	DCMR 27	CDCR 27-100 to 4299	2007	http://www.dcregs.dc.gov/Search/DCMRSearchByChapter.aspx?SearchType=DCMRChapterNum&KeyValue=27
7.	Requirement for Background Check to work with minor or vulnerable population	42 U.S. Code § 13041 45 CFR Parts 2510, 2522, 2540, 2551, and 2552 D.C. Code § 4-1501.06	2011	http://www.ecfr.gov/cgi-bin/text-idx?tpl=%2Findex.tpl
8.	34 CFR 361	34 CFR 361 <i>et seq.</i>		http://www.ecfr.gov/cgi-bin/text-idx?tpl=%2Findex.tpl
9.	DC DDS/RSA Policies and Procedures			http://dds.dc.gov/page/policies-and-procedures-rsa

C.3 BACKGROUND

- C.3.1** Under the provisions of the Rehabilitation Act of 1973 as Amended and the Americans with Disabilities Act of 1990 as Amended (ADAAA), Federal and state agencies are required to provide reasonable accommodations for persons and Employees with disabilities, barring undue hardship. DC DDS/RSA focuses on employment, ensuring that persons with disabilities achieve a greater quality of life by obtaining and sustaining employment, economic self-sufficiency, and independence. DC DDS/RSA achieves this through employment marketing and placement services, vocational evaluation, vocational rehabilitation, inclusive of business enterprises. DC DDS/RSA provides services for eligible persons with physical or mental impairments. These services are designed to enable one to prepare for, obtain, maintain, regain or advance in employment.
- C.3.2** Vocational evaluation services are needed for persons with disability(ies) receiving support from DC DDS/RSA. A vocational evaluation Provider shall provide vocational evaluation services.

C.4 DEFINITIONS

- C.4.1 Authorization:** Agreement given to a service Provider denoting services to be rendered at the price not to exceed the amount shown in the written authorization the Provider is allowed to bill for those services.
- C.4.2 Contract Administrator (CA):** Following the award of a contract, the person or person(s) responsible for the management actions that must be taken to assure full compliance with all of the terms and conditions contained within the contract document. Contract Administrators will monitor the contract and its compliance. Contract Administrators will review all payments to ensure compliance and will refer any violation of the contract to the DDS Contracting Officer.
- C.4.3 Customized Employment:** Customized employment is a flexible process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on an individualized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer. Customized employment utilizes an individualized approach to employment planning and job development — one person at a time . . . one employer at a time.”
<http://www.dol.gov/odep/categories/workforce/CustomizedEmployment/what/index.htm>
- C.4.4 DC DDS/RSA:** District of Columbia Department of Disability Services /Rehabilitation Services Administration.
- C.4.5 Individual with a disability(ies):** An individual who has physical or mental impairment; whose impairment constitutes or results in a substantial

impediment to employment; and who benefit in terms of an employment outcome from provision of vocational rehabilitation services (As cited in 34 CFR 361.5 (28)(i)(ii)(iii)).

- C.4.6 Provider:** A consultant, Provider, or contractor, of goods or services, who can be an individual, a partnership, non-profit entity, or a corporation that enters into a contractual agreement with the District to include blanket purchase agreement (BPA) task orders.
- C.4.7 Referral:** the act of sending someone or something for consultation, review, or further action. *See also Authorization in C.4.1.*
- C.4.8 Vocational Evaluation:** An evaluation of a person/Applicant's interests, abilities, skills, preferences and needs for support and/or accommodations for a job in an integrated work setting. This type of evaluation helps the persons/Applicants and their support network to better understand their disability, how it impacts their work interests and preferences, and what types of accommodations might be required. When engaging in Discovery or other types of Exploratory or Community-Based Assessments, the information also guides job development and the negotiation of a customized job description.
- C.4.9 Vocational Rehabilitation Counselor (VRC):** A VRC empowers people to make informed choices, build viable careers, and live more independently in the community. The primary focus of career preparation in rehabilitation is developing counseling skills, acquiring knowledge of disabilities and demonstrating respect and sensitivity for people with disabilities. Knowledge and practice of these principles, combined with a solid foundation of specialized education in the rehabilitation field, enable dedicated rehabilitation professionals to partner with individuals with disabilities to obtain gainful employment, pursue meaningful careers, and live independently (As cited in SDSU Administration, Rehabilitation, and Postsecondary Education Interwork Institute retrieved from <http://interwork.sdsu.edu/main/rcp> on October 26, 2014).

C.5 REQUIREMENTS

C.5.1 Service Requirements

C.5.2 Person Referral Process:

- C.5.2.1** Provider shall respond to the VRC within two (2) business days acknowledging receipt of referral once the Vocational Rehabilitation Counselor (VRC) initiates the referral to the Provider.
- C.5.2.2** The Provider is not obligated to accept a referral. If the Provider decides not to accept the referral prior to initiating contact with the person, the Provider shall return the referral in its entirety to the District's referring VRC within three (3) business days. The Provider shall explain any reasons why the referral was not accepted by the Provider and shall not invoice for those

persons not accepted.

C.5.2.3 If the Provider does accept the referral, the Provider shall schedule the appointment directly with the referred person within ten (10) business days after the acknowledgement of receipt of referral. The Provider shall notify the VRC of the scheduled appointment via electronic email.

C.5.2.4 The Provider shall contact the VRC with questions regarding the referral.

C.5.2.5 The Providers shall complete each evaluation and report within sixty (60) days after the receipt of the referral and forward the completed evaluation report to the referring VRC.

C.5.3 **Vocational Evaluation Service:**

C.5.3.1 The Provider shall document, interpret, and summarize all evaluation results in a comprehensive report.

C.5.3.2 The evaluation shall include, but not limited to identification of employment barriers, including the level of the mental and physical capacity, and ways to overcome them for a specific career/job.

C.5.3.3 The Provider's evaluation reports shall answer questions asked by the VRC.

C.5.3.4 The Provider shall ensure that the evaluation reports lead to a clear vocational objective and suggests supports needed to insure success in rehabilitation services.

C.5.3.5 The Provider shall determine if interests of persons served have been thoroughly explored and they understand the results of the evaluations.

C.5.3.6 The provider shall suggest supports needed to insure success in rehabilitation services.

C.5.3.7 Upon completion of the evaluation, the Provider will provide a comprehensive written report that provides information regarding the evaluation tools and strategies utilized in identifying vocational objectives and rehabilitation needs and supports and identification of obtainable vocational goals. The Provider is responsible for the interpretation of the results of these instruments. Some examples of the quality results expected to be included in the report interpretation include:

C.5.3.7.1 Realistic vocational goals are explored and identified for persons/Applicants via market research which will include market demand, projected demand over the period of time appropriate for required training to be completed, average wages, and any other pertinent market information to help the person make an informed choice regarding vocational direction.

C.5.3.8 Employment barriers are identified and ways to overcome these are suggested.

- C.5.3.9** Identification of assistive technology or other accommodations required for the person to be able to effectively perform the essential functions of each identified appropriate vocational goal.
- C.5.3.10** Interests of the person are thoroughly explored and matched with appropriate employment clusters to determine specific vocational goals.
- C.5.3.11** Transferable skills are identified and discussed in terms of transferability to each identified vocational goal.

Table 3.A

C.6.1 EVALUATION OPTIONS

Evaluation Options	Evaluation Components	Purpose/Questions Answered
<p>Level I Career Brief</p> <p><i>Used when basic/limited information is needed or when one needs to know if individual has skills for a specific career.</i></p>	<ul style="list-style-type: none"> ■ Interview ■ 3 formal evaluations ■ Evaluation in specific career area ■ Hands-on experience with work samples specific to career goal (2) 	<p>Designed to answer a specific question about the individual or viability of a specific chosen career.</p> <p>Example:</p> <ul style="list-style-type: none"> -What is this person's vocational interest? -What are this person's vocational aptitudes? -What is this person's academic level? -What is this person's score on the practice GED? -What is this person's typing speed? -Based on review of records would this person benefit from additional evaluation? -Can this person learn or perform the duties of a _____ ?
<p>Level II Career Exploration <i>Used when specific information about an individual's skills, education and training and the specifics of a career area are needed to make a (some final decision).</i></p>	<ul style="list-style-type: none"> ■ Interview ■ Interest evaluation ■ Aptitude evaluation ■ Academic skills ■ Barriers to employment success ■ Career Exploration ■ Some work samples 	<p>Evaluation designed to provide individuals with information regarding education, training and out look of a participants chosen career path. Also designed to solidify career choice Example:</p> <ul style="list-style-type: none"> -Is there a viable job market for the individual's chosen career? -What are the skills, interests and aptitudes in the field? -What additional training or education is needed for this individual to pursue a particular career?
<p>Level III Comprehensive</p> <p><i>Used when very little information is known about an individual and his/her career interest, skills and abilities.</i></p>	<ul style="list-style-type: none"> ■ Interview ■ Academic Skills ■ Interest evaluation ■ Aptitude evaluation ■ Learning styles ■ Values ■ Temperament ■ Hands-on work samples ■ Career Exploration ■ Individualized planning 	<p>An intensive process that uses paper-pencil evaluations and simulated work samples and activities to answer questions that could not be answered from previous evaluations or existing information. Examples:</p> <p>If individual does not appear to have any career interests or skills:</p> <ul style="list-style-type: none"> -What are the individual's interest and abilities? - What are the individual's vocational strengths? - What can this person do? - Given this person's poor work experience and poor academic levels, what career options are available?

C.6.2 Career Evaluation Tools and Methods

Target Area	Evaluation Tools and Methods
Background Information	Interview Resume Supporting Documentation
Interests and Self-Awareness	Interview Picture Interest Career Survey Career Decision Making System Revised (Level 1) Transition to Work Inventory Transferable Skills Scale Career Scope JIST Career Exploration (CD) Envision Your Career (CD) Occupational Videos Career Clues About Me Occupational Outlook Handbook Online O*NET Interest Profiler Talent Search activity
Personality, Temperaments, and Values	Interview Career Priorities Profile O*NET Work Importance Profiler Vocational Temperament Rating Scale Values (Inventory) Work Values Inventory Informal Index Cards Activity Personality Type Inventory (Myers Briggs Short Version) Personality and Attitudes Locus of Control
Academics	Test of Adult Basic Education (TABE) Wide Range Achievement Test 4(WRAT)
Aptitudes	Career Ability Placement Test Career Scope
Work Readiness, Job Seeking and Keeping Skills, Barriers to Employment	Interview Job Searching Activity Sample Application Sample Interview Questions Job Search Knowledge Scale Job Readiness Quiz Job Seeking and Keeping Skills Quiz Employment: How Ready Are You? Barriers to Employment Success Inventory Assessing Barriers to Education Career Planning Scale

Valpar Assessment systems work	Uses a time standard derived from industrial engineering discipline known as methods-time measurement (MTM) to determine whether the work sample's Worker qualifications profile has been met
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C.7 Monitoring Plan

C.7.1 PERFORMANCE MONITORING PLAN		
Performance Requirements	Performance Standards	Surveillance Method & Frequency
Provide Vocational evaluations that are clearly understood	100% of standard met	Observation by CA, DDS/RSA Staff, and Persons

C.8 FAILURE TO PROVIDE SERVICE

C.8.1 The Provider is not obligated to accept a referral. For referrals that the Provider does accept, an appointment must be scheduled with the person within a reasonable requested time- up to sixty (60) days. The appointment may be scheduled over the phone or email with the initial contact from the referring VRC. If the Provider fails to provide the required evaluation as in the specified terms and conditions, the person may be referred to another provider.

C.9 DELIVERABLES:

CLIN	Deliverable	Quantity	Format and Method of Delivery	Due Date
0001	Vocational evaluation report and the invoice, as separate attachments,	1	Mail and E-mail to the DC DDS/RSA VRC	Within 60 days after the receipt of the referral

C.10 AWARD CRITERIA

C.10.1 In addition to the signed cover page and price schedule, the provider must submit a degree/certificate and evidence of qualification to provide the services.

C.10.2 The Providers shall be a Certified Vocational Evaluation Provider and Licensed Professional Vocational Evaluator (LPVE). Certified providers are preferred. The Provider shall submit a copy of LPVE certificate with the application to provide the service.

E.1 EVALUATION FOR AWARD CRITERIA

This District may qualify those Providers whose offer conforms to the solicitation and is most advantageous to the District, cost or price and technical factors listed below considered. For this solicitation, technical quality is more important than Price. However, the price must be determined fair and reasonable.

E.1.1 The technical evaluation factors listed below are in descending order of importance:

E.1.2 Experience on similar contracts. (*Similar contracts include jurisdictions that are comparable to the District that are mandated to compile the same or similar type data*).

E.1.3 Key Personnel. (Persons directly responsible for providing services under this contract).

E.1.4 Technical Approach. (Description of the Contractor's methodology for completing tasks described in the contract)

E.2 TECHNICAL RATING

E.2.1 The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Provider did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.

3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

E.2.2 For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as “good” the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

E.3 EVALUATION STANDARDS

E.3.1 Factor: Technical Expertise 30 Points

a) Description: Information including resumes and vocational evaluation certificates, demonstrating the qualifications and expertise of the Provider to meet the minimum qualifications and the expertise to perform the required vocational evaluation services as described in Section C of this solicitation. The Provider’s acknowledges the responsibilities to perform the vocational evaluation requirements. The Provider’s information, including resumes and other relevant credentials are consistent with the information presented in the Provider’s proposal;

b) The Provider shall provide a copy of degree and certificate, resume and brief summary of the qualifications and roles of the key personnel for this vocational evaluation service as detailed in section C of this solicitation. Key personnel shall have demonstrated the abilities of the Provider to deliver required vocational evaluation services as described in section C of this solicitation.

E.3.2 Factor: Technical Approach 30 Points

a) Description: This factor considers the Technical Approach to be utilized by the Provider to perform the vocational evaluation requirements as described in Section C of this solicitation. This factor examines the Provider’s unique qualifications and skills that make it qualified to provide the requirements of this contract as well as the Provider’s technical plan, including the Provider’s service description, service delivery, and knowledge of the population to be assessed in the required work; and the Provider’s knowledge and application of recognized industry standards and best practice models. This factor examines all elements of the technical approach and the interdependency of each element in the successful delivery of the required services.

b) The standard is met when the Provider:

1. Presents a written narrative of the Provider's vocational evaluation service description providing evidence of the Provider's understanding of the technical components of the requirements. The Provider demonstrates in a clear logical manner an awareness of the scope and complexity of project to be completed;
2. Presents a written narrative of the Provider's project plan including appropriate methodologies and approaches to be used to accomplish the technical components of the vocational evaluation requirements. The Provider's proposed methodologies and approaches comprehensively cover all technical requirements while considering the population to be assessed, and recognizing and addressing potential issues associated with implementing and completing the project plan; and
3. Provides evidence in the Provider's knowledge of industry standards and best practice models in the collection of the data.

E.3.3 Factor: Past Performance

30 Points

a) Description: This factor considers the Provider's past performance in performing vocational evaluation services similar to the required services as described in Section C of this solicitation. This factor includes an examination of the quality of vocational evaluation services provided, timeliness in service delivery, business practices, and overall satisfaction of the Provider's performance. The standard is met when the Provider provides a vocational evaluation program, along with three current professional references, that would (1) reflect a track record of obtaining state and federal funding and contracts that relate to persons with disabilities and state rehabilitation programs; (2) show previous outreach activities to individuals with disabilities, particularly those from unserved and under-served populations; (3) exemplify the knowledge and skills to carry out the purposes of the *Rehabilitation Act*, which will reflect in the Providers' professional experiences; and (4) show a history of working with individuals with disabilities, particularly those from unserved and underserved populations.

E.4 EVALUATION CRITERIA

E.4.1 Proposals will be evaluated based on the following technical evaluation criteria listed in descending order of importance.

E.4.1.1 TECHNICAL CRITERIA (90 Points)

E.4.1.2 PRICE CRITERIA (10 Points)

E.4.2 To determine if an applicant's price is fair and reasonable, The price evaluation will be objective. Either the Provider with the lowest price or open market price for a comparable service will receive the maximum price points. All other

proposals will receive a proportionately lower total score. The following formula will be used to determine each Provider's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{Weight} = \text{Evaluated price score}$$

E.4.3 PREFERENCE (Maximum 12 points in accordance with E.5)

E.4.4 TOTAL POSSIBLE POINTS (112 Points)

E.5 Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone

E.5.1 Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005", D.C. Law 16-33, effective October 20, 2005, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

E.5.2 General Preferences

E.5.3 For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

E.5.3.1 Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005", D.C. Law 16-33, effective October 20, 2005, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

E.5.3.2 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;

E.5.3.3 Ten percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;

E.5.3.4 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;

E.5.3.5 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and

E.5.3.6 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

E.5.4 Application of Preferences: The preferences shall be applicable to prime contractors as follows:

E.5.4.1 Any prime contractor that is an SBE certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to an Invitation for Bids (IFB) or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to a Request for Proposals (RFP).

E.5.4.2 Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.

E.5.4.3 Any prime contractor that is an LRB certified by the SLBOC or the DSLBD, as applicable, will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to an IFB or the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to an RFP.

E.5.4.4 Any prime contractor that is an LBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to an RFP.

E.5.4.5 Any prime contractor that is a DZE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to an RFP.

E.5.4.6 Any prime contractor that is a DBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to an RFP.

E.5.5 MAXIMUM PREFERENCE AWARDED

E.5.5.1 Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to an RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

E.5.6 PREFERENCES FOR CERTIFIED JOINT VENTURES

E.5.6.1 When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

E.5.7 PROVIDER SUBMISSION FOR PREFERENCES

E.5.7.1 Any Provider seeking to receive preferences on this solicitation shall submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

E.5.7.1.1 Evidence of the Provider's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

E.5.7.1.2 Evidence of the Provider's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DCLBD.

E.5.7.2 Any Provider seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

E.5.7.3 All Providers are encouraged to contact the DSLBD at (202)727-3900 if additional information is required on certification procedures and requirements.